

MEETING ASSESSMENT

Meeting: _____ **Date** _____

Please rank the meeting on each category on a scale of 4=high to 1=low

USE TAB KEY TO ADVANCE

PURPOSE & GOALS

The purpose and goals of the meeting were clear and known by participants in advance.

4 **3** **2** **1**

The purpose and goals of the meeting were not distributed to participants in advance of the meeting and were not clear during the meeting.

PREPARATION

Participants were given necessary documentation/information for informed discussions in adequate time to prepare for the meeting.

4 **3** **2** **1**

Participants were not given necessary documentation/information for informed discussions.

AGENDA

Key discussion topics were listed before the meeting started and they were covered with the appropriate time or put in a parking lot or issues board.

4 **3** **2** **1**

Key discussion topics not were listed before the meeting started. Key items were not covered. Much discussion focused on topics which were not key.

ATTENDANCE

The appropriate people were invited to the meeting and attended.

4 **3** **2** **1**

One or more key people were not invited/did not attend.

PARTICIPATION

Participation was spread and people with pertinent information for particular topics were encouraged to contribute.

4 **3** **2** **1**

One or a few people dominated the meeting even though they might not have been the most appropriate people to contribute.

DECISIONS

It was clear when a decision was made. Decisions were recorded during the meeting and distributed to participants and other relevant people after the meeting.. When appropriate participants had the opportunity discuss and challenge decisions.

4 **3** **2** **1**

It was not clear when a decision was made. Decisions were not recorded during the meeting and were not distributed to participants and other relevant people after the meeting. Decisions were made without appropriate discussion.

COMMUNICATION

Open & direct. Conflict was acknowledged by participants without confrontation & used to work through issues

4 **3** **2** **1**

Cautious/indirect; or confrontational. Conflict was avoided or smoothed over

ACTION ITEMS

Action items were recorded during the meeting and were assigned to a participant with a due date. The are published with the meeting documentation and tracked.

4 **3** **2** **1**

Action items were not recorded during the meeting and were not assigned to a participant and distributed.

DOCUMENTATION

Documentation including decisions, issues and action items was distributed to participants and other relevant parties in a timely manner.

4 **3** **2** **1**

Meeting results were not documented.